

New Jersey Department of Corrections

Site Visit Report

Description of Training Organization

The New Jersey Department of Corrections (NJDOC) is organized into main five main divisions: Office of the Commissioner, Office of the Chief of Staff, Administration, Operations, and Programs and Community Services.

These divisions work in concert to fulfill the mission statement of the Department:

“The mission of the New Jersey Department of Corrections is to ensure that all persons committed to the state correctional institutions are confined with the level of custody necessary to protect the public and that they are provided with the care, discipline, training, and treatment needed to prepare them for reintegration into the community.”

Office of the Commissioner

The Commissioner serves at the pleasure of the Governor of New Jersey.

The Department’s budget is more than \$880 million dollars and employs nearly 10,000 persons, including 6,500 in custody positions to supervise approximately 27,00 inmates.

Operations

The Division of Operations is responsible for 14 major institutions – 12 adult male correctional facilities, one women’s correctional institution and a central reception/intake unit – as well as a Stabilization and Reintegration Facility. The maximum security, New Jersey State Prison, contains the state’s capital sentence unit, for inmates under capital sentence. Additionally, Corrections operates one prison for habitual sex offenders, another contains the Security Threat Group Management Unit, which houses gang members considered a threat to the safety of the institutions and individuals. There is one institution for women, which houses inmates at all levels of security. The training academy (Office of Training) is under the umbrella of the Division of Operations.

Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the New Jersey Department of Corrections may obtain such records of this training by contacting:

State of New Jersey - Department of Corrections
Bureau of Training
Division of Operations
P.O. Box 438
Sea Girt, NJ 08750-0438
(732) 282-6030

Description of Training Programs

The Police Training Act (N.J.S.A. 52:17B-66 et seq.) provides that a State Corrections Officer cannot receive a permanent appointment unless the officer completes a training course approved by the New Jersey Police Training Commission. The commission has the responsibility to administer the provisions of the Police Training Act and to prescribe the course of study that a corrections officer must successfully complete as a condition for permanent appointment. This manual contains the mandated course of study.

Agency Training

Agency training is completed at the particular institution in which the trainee will be assigned. Agency training consists of ten days and is completed following the resident course at the Academy. This is Functional Area 13. It includes those core tasks that are specific to the institution in which the trainee is assigned.

Certification Requirements

A corrections officer cannot receive a regular appointment in this state without successfully completing the Basic Course for State Corrections Officers and receiving commission certification. The following requirements must be met before commission certification is granted:

1. A minimum score of 70 percent in written examinations must be earned for each of the functional areas to include Agency Training. A high score in one functional area cannot be used to offset a failing score in another.
2. A score of 80 percent must be achieved for three consecutive firings of the Handgun Qualification Course promulgated by the commission.
3. A score of 80 percent must be achieved in Instructional Unit 5.5, Use of Force. This test shall contain a minimum of two test questions for each performance objective.
4. A score of 80 percent must be achieved in Instructional Units 8.1 (First Aid) and 8.2 (CPR/AED).
5. The trainee must participate in 90 percent of the total instructional time allocated to the mandated performance objectives.
6. A score of 100 percent must be achieved in the 22 performance objectives identified as critical to the officer, inmate and civilian survival.
7. The trainee must complete all other requirements as established by the commission.

Failure of Examinations

If a trainee fails a written examination or is unable to achieve an acceptable degree of proficiency in a physical skill, the school director or designee will:

- Inform the trainee of the failure and its consequences.
- Review the examination with the trainee and pinpoint the cause of failure, if possible (the remediation process).
- Suggest ways to correct the deficiency and inform the trainee that a second examination will be administered.
- Make written notations regarding the discussion, date and sign the record and have the trainee sign.

The school director will schedule all re-examinations to permit at least one full day for further study. Re-examination test items shall only include similar questions of equal difficulty on the performance objectives that were failed on the initial exam. If the trainee fails the re-examination, the school director will notify the commission and the trainee. The trainee will then be dismissed from the school.

Basic Course Failure

If a trainee fails to complete the Basic Course for State Corrections Officer, and is dismissed, the School Director must inform the trainee of their right to appeal to the Police Training Commission.

The Academy provides:

- Initial training to all recruits for placement in the institutions.
- A comprehensive in-service training program for custody and non-custody employees.
- A distance learning program for custody and civilian employees.
- The Academy provides a transcript of all courses taken by the recruits for college credit.
- Provides various satellite downlinks by the Correction Learning Network (CLN) and the National Institute of Corrections (NIC). The contents of which are conferences, learning seminars, updates on new technologies, and current medical/health information.
- Access to institutions of higher learning for advanced and undergraduate degrees in criminal justice.
- Tuition reimbursement for above.

Location: Office of Training - Sea Girt, New Jersey

Length: 14 weeks (359 hours)

Program Objective: To provide the Academy graduates the necessary tools, guidance and subject knowledge to serve as a Correction Officer with the New Jersey Department of Corrections.

Learning Objective: Upon successful completion of the program, the graduate will be able to complete routine and complex duties when assigned to an institution as a freshly minted recruit or higher level supervisory officer.

Instructional Methods: Adult learning concepts combined with conventional lecture, power point, role-play, readings and personal experience methods are utilized. Team concepts are a constant part of the instructional agenda.

Learning Assessments: Written, dialectic, video tape, (role-play) methods are used for assessment purposes.

Description of Team

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

Lisa Callahan, Ph.D.
Professor
The Sage Colleges
Troy, New York

John Keane, M.A.
Superintendent (ret.)
New York State Department of Correctional Services
Poughkeepsie, New York

Patricia Milhoff, M.A., J.D.
Assistant Professor
Department of Criminal Justice
University of Akron
Akron, Ohio

Eric Schultz, M.A.
Assessment Coordinator
Criminal Justice Training Assessment
Albany, New York

Description of Visit

From Wednesday, May 26th through Thursday, May 27th, 2004, four representatives of the Criminal Justice Training Assessment Project conducted a site visit to the New Jersey Department of Corrections Training Academy in Sea Girt, NJ to assess the State Basic Course for Corrections Officers training program.

On the first day, the team assembled at the Training Academy offices. A brief organizational meeting and introduction took place between the visiting assessment team and the academy staff. The assessment team then began the initial breakdown of the training curriculum and started the assessment process.

The team determined that the remainder of the day would be spent organizing the various subject modules of the training program into familiar college course content areas, and subsequently reviewed. Once agreed upon, the course areas (or clusters) were further discussed and then assigned to a specific team member for review to begin that day.

Consultant Callahan reviewed the Health & Wellness in the Correctional Environment and the Human Relations in the Correctional Setting blocks of instruction. Consultant Milhoff reviewed the Introduction to Corrections, Introduction to Criminal Law, and Introduction to Criminal Procedure blocks of instruction. Consultant Keane reviewed the Correctional Security Practices & Procedures, Introduction to Firearms and Defensive Tactics, and Report Writing blocks of instruction.

The above list of courses was developed from program and subject information provided by the New Jersey Department of Corrections Training Academy.

The team began the second day by finalizing the review of the assembled blocks of instruction, completed its review of program materials, and discussed the credit recommendations in detail. The team held an exit interview with academy staff and agency representatives. The discussion covered the initial findings and spent considerable time in discussion with staff regarding future potential of the training program and the assessment visit's impact upon the agency.

Credit Recommendations

Summary of Credit Recommendations

<i>Program:</i> State Basic Course for Corrections Officers	
Correctional Security Practices and Procedures	3 credits
Health & Wellness in the Correctional Environment	2 credits
Human Relations in the Correctional Setting	2.5 credits
Introduction to Corrections	1 credit
Introduction to Criminal Law	2 credits
Introduction to Criminal Procedure	2 credits
Introduction to Firearms and Defensive Tactics	2 credits
<u>Report Writing</u>	<u>1 credit</u>
TOTAL	15.5 Credits

Course Descriptions**Correctional Security Practices and Procedures** (3 credits, lower division)*Program:* State Basic Course for Corrections Officers*Location:* New Jersey Department of Corrections Office of Training, Sea Girt, NJ*Length:* 62.5 hours*Dates:* May 2004 through June 2009

Objectives: Identify the role of security in a correctional setting. Explain and discuss the use of and control of keys. Identify proper inmate count procedures and discuss the importance of accuracy. Define what prison contraband is and discuss its source and control. Develop familiarization with narcotics and their effect on the human body, as well as, discussing policies regarding allowed prescription medications. List the various types of inmate searches, who are authorized to do body searches and defining the proper procedures for a body search. Identify the reasons for a cell or area search and define the components for an effective search. Understand the use of mechanical restraints to include the application and removal. Explain and demonstrate procedures and techniques used for cell extraction, as well as legal aspects and liabilities, medical concerns and signs of postural asphyxia. Understand how to transport inmates safely and effectively. Identify and discuss the recognition of unusual occurrences in a correctional setting including inmate behavior changes. Understand the dynamics of a mob and learn control procedures to manage a crisis situation. Discuss hostage safety and survival. Demonstrate proper fire prevention and fire fighting techniques. Identify prohibited substances testing, chain of custody, collection, and storage. Define and demonstrate proper usage of DOC's radio communication equipment.

Instruction: Students must complete no fewer than: six hours of "Cell Extraction," one and one-half hours of "Contraband and Inmate Sub-Economic Systems," one and one-half hours of "Crisis intervention and Emergency Plans," three hours of "Drug Identification," twelve hours of "Fire Safety," three hours of "Hostage Survival," one and one-half hours of "Inmate Counts," one and one-half hours of "Key Control," one and one-half hours of "Mob Dynamics," one and one-half hours of "Officer Observation Techniques," seven hours of "Radio Communications," one and one-half hours of "Role of Security," three hours of "Search of Cells and Other Areas," one and one-half hours of "Search of Persons," six hours of "Security Threat Groups," one and one-half hours of "Testing for Prohibited Substances," six hours of "Transportation of Inmates," and three hours of "Use of Mechanical Restraints." Instructional methods for this course include lecture, student handouts, PowerPoint presentations, and class discussions. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Health & Wellness in the Correctional Environment (2 credits, lower division)*Program:* State Basic Course for Corrections Officers*Location:* New Jersey Department of Corrections Office of Training, Sea Girt, NJ*Length:* 37 hours*Dates:* May 2004 through June 2009

Objectives: Understand the principles, techniques, and legal rights and responsibilities of providing First Aid. Identify the rescuer's emergency care role, responsibilities, legal rights, and responsibilities relative to emergency care in a correctional setting. Identify the signs, symptoms, and emergency care for sudden illness (e.g. heart attack, stroke, seizure). Demonstrate basic first aid such as bandaging and taking a pulse. Successfully complete one of the following: American Heart Basic Life Support Course C, Health Care Provider Course, The American Red Cross CPR for the Professional Rescuer Course or the National Safety Council Professional Rescuer Course. List diseases likely to be encountered in a correctional setting (e.g. HIV, hepatitis, TB). Identify means of preventing disease transmission (e.g. gloves, masks). Identify steps to be taken when exposure to disease takes place. Define stress and stress management. Identify stressful events and situations, the phases of stress reaction, and methods of coping with stress. Identify stressors associated with working in a correctional setting. Define and identify the signs of burnout. Identify the health problems common among correctional employees such as heart disease, low back injury, and gastrointestinal disease. Identify the factors that contribute to health problems in correctional employees such as smoking, addiction, stress, and alcohol abuse. Describe measures to prevent disease such as exercise, stress management, and nutrition.

Instruction: Students must complete no fewer than: Twelve hours of "Cardiopulmonary Resuscitation (CPR/AED)," four hours of "Communicable Diseases," twelve hours of "First Aid," six hours of "Physical Fitness," and three hours of "Stress Management." Instructional methods for this course include lecture, student handouts, PowerPoint presentations, and class discussions. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Human Relations in the Correctional Setting (2.5 credits, lower division)*Program:* State Basic Course for Corrections Officers*Location:* New Jersey Department of Corrections Office of Training, Sea Girt, NJ*Length:* 39 hours*Dates:* May 2004 through June 2009

Objectives: Understand social and psychological factors that affect inmate behavior. Understand the concerns associated with special populations such as the mentally ill, the mentally retarded, sex offenders, women, and the elderly. Identify behavioral symptoms associated with mental disability. Demonstrate methods in handling violent, disturbed inmates. Identify symptoms of a suicidal inmate and demonstrate effective methods for intervention. Understand the impact of incarceration on inmates. Understand psychological manipulation by inmates and identify tactics to avoid manipulation. Understand supervision of inmates and identify techniques of effective discipline. Understand forms of domestic violence and identify the phases of violence. Understand the importance of verbal and nonverbal communication among individuals. Demonstrate skills of effective listening and conflict resolution.

Instruction: Students must complete no fewer than: Two hours of "Characteristics of Inmates," six hours of "Domestic Violence," two hours of "Effects of Dehumanization in the Correctional Setting," two hours of "Inmate Manipulation," four hours of "Inmates with Special Needs," eighteen hours of "Inter-Personal Relations and Communications," two hours of "Principles of Inmate Supervision and Discipline," and three hours of "Suicide Awareness." Instructional methods for this course include lecture, student handouts, PowerPoint presentations, and class discussions. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two and one-half semester credits.

Introduction to Corrections (1 credit, lower division)*Program:* State Basic Course for Corrections Officers*Location:* New Jersey Department of Corrections Office of Training, Sea Girt, NJ*Length:* 26 hours*Dates:* May 2004 through June 2009

Objectives: Demonstrate an awareness of the history of corrections. Describe the role of the correctional officer in the state penal system. Discuss the organization and mission of the New Jersey Department of Corrections. Demonstrate the ability to use the New Jersey Administrative Code 10A. Indicate an awareness of minority subcultures within the New Jersey Correctional system. Illustrate knowledge of EEO, harassment, sexual harassment and retaliation legal concepts. Indicate the ethical obligations of the professional correctional officer, especially relating to improper relationships and gratuities. Discuss the department's policies relating to illegal use of drugs and drug testing of officers. Identify the constitutional rights of inmates, including but not limited to religion, nutrition, mail and telephone rights. Recognize civil and criminal liabilities for violating an inmate's Constitutional rights. Understand the inmate classification process, including the c.o.'s role in the classification process. Demonstrate proper and professional courtroom demeanor through a mock trial. List steps in preparing for courtroom testimony.

Instruction: Students must complete no fewer than: One hour of "Classification of Inmates," three hours of "Courtroom Demeanor," six hours of "Cultural Diversity and Equal Employment Division," one hour of "Employee Substance Abuse Monitoring," one hour of "Evolution of Corrections," two hours of "Governing Standards for New Jersey Department of Corrections," two hours of "Inmate Rights and Employee Responsibilities," one hour of "Overview of New Jersey Department of Corrections - Mission/Goals," two hours of "Overview of the Criminal Justice System," one hour of "Role of the Correction Officer," and six hours of "The Corrections Employee as a Professional/Undue Familiarity." Instructional methods for this course include lecture, student handouts, PowerPoint presentations, and class discussions. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, one semester credit.

Introduction to Criminal Law (2 credits, lower division)

Program: State Basic Course for Corrections Officers

Location: New Jersey Department of Corrections Office of Training, Sea Girt, NJ

Length: 28.5 hours

Dates: May 2004 through June 2009

Objectives: Demonstrate comprehension of the general purposes of the state penal code, including criminal liability and strict liability. Demonstrate knowledge of criminal statutes, including culpable mental states, elements of crimes, burdens of proof and legal defenses. Demonstrate the ability to utilize the criminal code. Recognize the six categories of criminal offenses and those offenses contained in each of the following categories: Offenses involving dangers to persons; offenses against property; offenses against others; offenses against public administration; offenses against public order, health and decency; and offenses involving organized crime and organized criminal behavior.

Instruction: Students must complete no fewer than: One hour of "Arson and Property Destruction," two and one-half hours of "Assault and Assault Related Offenses," two hours of "Basics of the New Jersey Code of Criminal Justice Title 2C," one hour of "Bribery and Corrupt Influence," one hour of "Burglary and Criminal Intrusion," two hours of "Controlled Dangerous Substances," two and one-half hours of "Criminal Homicide," two hours of "Firearms, Other Dangerous Weapons and Instruments," one hour of "Forgery and Fraudulent Practices," two hours of "Inchoate Crimes," two hours of "Kidnapping and Related Offenses," two hours of "Laws Pertaining to Juveniles," one hour of "Misconduct or abuse in Office," one hour of "Obstructing Governmental Operations and Escapes," one hour of "Perjury and Other Falsification in Official Matters," two hours of "Riot, Disorderly Conduct and Related Offenses," one hour of "Robbery," one hour of "Sexual Offenses," and one-half an hour of "Theft Offenses." Instructional methods for this course include lecture, student handouts, PowerPoint presentations, and class discussions. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Introduction to Criminal Procedure (2 credits, lower division)

Program: State Basic Course for Corrections Officers

Location: New Jersey Department of Corrections Office of Training, Sea Girt, NJ

Length: 34.5 hours

Dates: May 2004 through June 2009

Objectives: Recognize the role of the correctional officer in law enforcement. Discuss the Amendments to the Constitution with special attention to the 4th, 5th, 6th and 8th Amendments. Illustrate an understanding of various legal concepts including a Terry stop, law of arrest and investigative detention. Discuss the law pertinent to warrants and warrant exceptions. Recall the Miranda warnings. Demonstrate understanding of the use of policy including the continuum of force. Relate the relationship between the New Jersey and federal court systems.

Instruction: Students must complete no fewer than: Two and one-half hours of "Constitutional Rights," three hours of "Contraband and Evidence Processing," three hours of "Legal Requirements and Procedures of Lawful Arrest," eight hours of "Legal Requirements of Non-Institutional and Institutional Searches," two and one-half hours of "Probable Cause," two and one-half hours of "Street Encounters," and thirteen hours of "Use of Force." Instructional methods for this course include lecture, student handouts, PowerPoint presentations, and class discussions. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Introduction to Firearms and Defensive Tactics (2 credits, lower division)

Program: State Basic Course for Corrections Officers

Location: New Jersey Department of Corrections Office of Training, Sea Girt, NJ

Length: 106 hours

Dates: May 2004 through June 2009

Objectives: Identify the weapons used by the department and demonstrate safe handling, care, and maintenance of those weapons. Demonstrate shooting principles and techniques of good marksmanship. Develop shooting proficiency with the handgun in both day and night conditions, and familiarization with the shotgun and rifle. Learn and demonstrate the types, capabilities, and limitations of various chemical agents as well as when they can be used and their effects. Demonstrate the techniques and use of unarmed defense as an integral part of use of force. Develop an operational level of skill using the baton as well as knowing when and how to apply the principles and techniques.

Instruction: Students must complete no fewer than: Twelve hours of "Baton Techniques," six hours of "Chemical Agent Devices," twelve hours of "Firearms Safety," three hours of "Handgun, Shotgun and Rifle," twenty-eight hours of "Range Exercises," three hours of "Shooting Principles," and forty-two hours of "Unarmed Defense." Instructional methods for this course include lecture, student handouts, and class discussions. Evaluation methods include written examinations and practical application exercises.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Report Writing (1 credit, lower division)

Program: State Basic Course for Corrections Officers

Location: New Jersey Department of Corrections Office of Training, Sea Girt, NJ

Length: 14 hours

Dates: May 2004 through June 2009

Objectives: Understand the importance of proper and concise note taking and report writing. Understand how to take appropriate field notes during an incident. Identify and discuss essential questions to ask when writing a report. Identify predictors that will identify whether or not various situations are infractions which warrant a written report. Understand the legal importance of duly documenting a series of events

Instruction: Students must complete no fewer than: Seven hours of "Disciplinary Report Writing," and seven hours of "Report Writing for Corrections." Instructional methods for this course include lecture, student handouts, PowerPoint presentations, and class discussions. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, one semester credit.